



STATE HUMAN RESOURCES MANAGEMENT COUNCIL

MINUTES

Wednesday, September 15, 2004

8:30 A.M. – 10:30 A.M.

Department of Natural Resources

The September 15, 2004 meeting was called to order at 8:30 a.m. by Steve Hope, Co-Chair. Steve introduced Mark Peper from MCHCP.

MCHCP Update / Changes in CY05 - Mark Peper, Senior Communication Specialist, MCHCP

There is a communication specialist assigned to each agency. If you are unsure who your representative is, email Mark. Mark showed and discussed the PowerPoint presentation that is being shown during the open enrollment meetings. The electronic form discs have been mailed, if you have not received one contact MCHCP and they will mail you one. If the employee is currently enrolled in dental and vision coverage and does not want to change that coverage, the employee does not have to do anything and coverage will continue. Enrollment material is being bagged today and will be mailed out in the next four or five days. There will still be two mailings. Blank open enrollment worksheet can be printed off of the internet. There are still three ways to enroll web, phone and worksheet. Phone and web enrollment will both be open thorough midnight October 31. If mailing paper enrollment forms make sure they are postmarked by Saturday October 30 since mail will not run on Sunday. Subscribers will receive one confirmation letter. Mailing of the confirmation letters will begin on November 17. The state contribution rate for subscriber/spouse and subscriber/family has been increased. Also, the retiree subsidy has changed. If new employee paperwork was submitted to MCHCP after August 25 they will not receive open enrollment materials.

Questions:

- About how long does it take for new hires to receive their MCHCPid and pin number? About two weeks
- Can you still use your social security number this year? If enroll on the website you can still use your social security number but you will still need your pin number. If you call you will need the MCHCPid number and pin number. The pin number that was on last years open enrollment forms are no good, do not use those.

OA Update - Gary Fogelbach

In November the OA email addresses are changing, first name.last name @oa.mo.gov, please update. Question from state auditor about selective certification, males between the ages of 18 and 26 should be registering for selective certification. If any questions on that let Gary know. A survey was sent out inquiring about

interest in the certified public managers program. Gary distributed a handout with the results of the survey. Questions on the survey or the results should be directed to the planning and development section, 751-1664. Planning and development has also recently sent out a database. They would like to get those databases completed by September 17th. If you cannot access the database check your internal firewall.

There has recently been a change implemented in how the Division of Personnel administers their typing exams. When each applicant applies to the Division of Personnel they take an online typing test. The results from the test are then provided to the Division of Personnel and emailed to the applicant. It is more cost effective to provide an online typing exam than to rent a room to hold exams. An update on the online typing test was distributed.

The leave projection report is now available on Mobius. They plan to run the leave projection report in August next year.

The PAB approved the following proposed rule changes

- Suspension—comments about the length, suspension rule an exempt employee could only be suspended for a full work week without jeopardizing their exempt status
- Dept of Labor regulations specify suspension of exempt employees have to be for infractions at the workplace. Nothing in this rule that precludes an employer from suspending an employee for a full work week without losing the exemption. Board approved the change from work week to work day.
- Resignations and LTD – providing agencies with flexibility to approve LOA that may have a foreseeable termination date. Agencies retain employees that are on partial disability. The language that an agency is not forced to retain an employee on partial disability was built into the rule.
- Share leave—allow for direct donations from one employee to another. Employee could make donation to the pool but earmark for another employee. At the time the donation is made the employee must specify who the donation is directed to. The donation has to be made to an employee who has been approved under the agencies share leave program. Share leave directive is optional for agencies to adopt.

The uniform classification proposed list of classes changing from exempt to non-exempt has been sent out, comments are needed back by September 10th.

SAM II Update - Jan Heckemeyer

Jan unable to attend, Dennis Schmidt gave update in her absence. Employee salary and rate has been fixed in the data warehouse. Ad Hoc reports from SHRMC have been posted and those codes have been sent out through the distribution list. Jan will be making a presentation on September 27 to the old SAMII steering committee. The

presentation will be an overview of the plans for upgrading SAMII. If SHRMC is interested in Jan giving them an update on the upgrade let her know.

Payroll / SAM II Update - Vandee DeVore

If you are not receiving the SAMII updates, make sure that you have updated your new email address. Reminder that when you have midyear changes make sure you get approval from ASI before sending the change to MCHCP. Unemployment charges to the funds, some charges for federal funds are not being charged until the next fiscal year. T and A report, they are creating another report which is currently in process.

**FMLA Best Practices/Update from Working Group/Survey - Rhonda Byers
Chair, FMLA Work Group**

No information at this time

**Subcommittee on SAM II HR Reporting - Lori Hogue, Chair, SAM II HR
Reporting Work Group**

Several email messages have been sent listing the new reports that are available on the ad hoc reporting side. If your agency is using a report that you think other agencies could utilize, please submit the report. Lori distributed submission procedures to submit a report to the ad hoc reporting area. A hand out on SAM II HR process checklists was distributed.

Suggestions on future meeting topics

- Someone from Office of Administration to come and discuss the continuity plan and provide basic information
- Inclement weather policy and how that works

Next SHRMC Meeting: October 13, 2004, 8:30 a.m.

Location: Office of State Courts Administrator, 121 Alameda, Room A

Meeting adjourned.